DPGS MEMORANDUM 96-11

TO: Department Heads, Procurement & IT Coordinators, MMARS Lia isons,
CFOs, and LAN Managers

FROM: Philmore Anderson III, Purchasing Agent
Department of Procurement and General Services

DATE: November 20, 1995

SUBJECT: New Procedures for Information Technology Procurements

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The Department of Procurement and General Services (DPGS) in conjunction with the Office of the State Comptroller (CTR), will be sponsoring an informational session for all departments to introduce new procedures for Information Technology (IT) procurements. In the continuing effort to streamline, provide faster, more effective and efficient processes, as of November 7, 1995, 802 CMR 1.00, the regulations for Informational Technology Resources, have been abolished. As a result of the re-engineering effort, the IT procurement process for the procurement of goods will fall under 802 CMR 2.00, the Regulations for Commodity Procurement Policies and Procedures. For the procurement of IT services, not under 801 CMR 20.00, see MMARS Memo #174, dated June 15, 1992 and, IT services using EDI, see MMARS Memo #224F, dated October 27, 1995.

The Extended Purchasing System (EPS) in MMARS will be used to facilitate the IT procurement process. The transactions for goods are the RX-PN, PD, and PG depending on the type of procurement. Please note these transaction processes have not changed. Agenda items include: which process should be used for differrent types of procurements, transaction changes, object codes affected, and the timetable for implementation.

Procurement & IT Coordinators, MMARS Liaisons, and LAN Managers from each department are strongly encouraged to attend. This session will be held on Friday December 1, 1995 from 10 - 12 noon at the Gardner Auditorium in the State House. Questions regarding this training session should be addressed to David Geanakakis at (617) 727-7500 ext. 309 or E-mail: dgeanakakis@state.ma.us

Information Technology Commodity and Service Procurements

1.   General Procedure

Departments will enter requisitions (RXs) into MMARS for one-time IT commodity procurements. If the purchase is from a BITA blanket contract, departments will enter a PG against a limited user or statewide contract (PA) on-line in MMARS. For IT commodity purchases under $25,000, depts will use the small purchase procedure and enter a PD.

DSs, DRs, AF-29s and PEs WILL NO LONGER BE USED FOR IT PROCUREMENTS.

Meeting is NOT a training class on EPS process, depts have staff familiar with it, IT procurement people should work with them.

~ Need more detail here!

2.   Transaction Changes

Transaction changes: previous process under BITA replaced with current established transactions/process used for commodity procurements

	Pre encb	Enc
Goods		
Old	DR/AF29	PE
New	RX (one time) or	PN or
	LU PA (on going)	PG
Services		
Old	DS/AF29	SC
New	Dept MSA	SC
Blanket Goods		
Old	none	PE
New	Statewide PA	PG
Blanket Services		
Old	Statewide MSA	SC
New	Statewide MSA	SC * NO CHANGE!

Rules under new small purch procedure, up to $25,000, have not been changed,. For IT services up to $7500, depts must get 3 quotes, keep that information on file and submit the SC to OSC for PEND 5 approval.

3.   Additional Information and Issues

Modifications to 802 CMR 2.00 done, most substantial change is language for compliance with Ch29 Sec 27b and the addition of IT services under small purchase up to $7500.

~ Consultant H03 and Cabling J08 processed in accordance with 801 CMR 20.00.

~ As of 12/1, eliminate dept ability to enter DR/DS/AF29/PE

~ Keep for historical reference existing tables: ODSH, ODSL, ODRH, ODRL, OPEH, OPEL, PEHD

~ All IT blankets entered into EPS Price Agreements (PA) and Statewide MSA

~ Must convert all existing AF29 files with outyears to either LU PA or Dept MSA, DPGS does LU PA, OSC does Dept MSA

No process change in RX, LU EPS

Dept would initiate all non RX procurements with a letter

~ Must address Secretariat signatory issue on RX and PA, delegated like small purch. Should copy be forwarded with RX and PA request? On file at dept, they are "responsible, accountable"

~ OSC enters Dept MSAs upon DPGS notification (MMARS Memo 174?)

~ Back out not completed table entries by 12/1 or thereabouts

~ Training - 1 large meeting with all depts: MMARS Lia, Proc & IT Coord, Lan Mgrs, SIOs, anyone else?

~ Need Warehouse report/query to id IT SCs with outyears and ongoing PEs

~ Define LU PA, Dept MSA

IT PROCESS   Rev. D.G. June 13, 1996

Information Technology Commodity and Service Procurements

<u>OBJECT CODES</u>:

Below is the list of object codes to be used for IT procurements. Refer to the Expenditure Classification Handbook for descriptions and changes.

E09	E10	E11	H03
J08	J46	K01	
L01	L21	L41	

Information Technology Commodity and Service Procurements

<u>TIMETABLE</u>:

11/16/95	Meet with PGS/OSC group to discuss issues and review first Draft

Reserve space for large training class
Get Warehouse report that ids and gives number of conversions to
 LU PA or Dept MSA to be done

11/20   Submit final draft for review and comments

Review Warehouse info

11/21-11/30   PGS and OSC enter conversions based on Warehouse info

11/29 * est   Finalize documents and do "dry run" of presentation

12/1 * est   Large informational meeting for depts - 1 hour max

Information package on new IT Process presented to dept
Standardization on 1 procurement process
Depts begin to enter RXs and forward requests for PAs under existing
 EPS process
DR/DS/AF29/PE no longer accessible for <u>entry</u> by depts after 12/1
Depts must "back out" any DR/DS/AF29/PE not completed in MMARS

12/1-15   Depts complete any deletions/modifications to DR/DS/AF29/PE

DR/DS/AF29 no longer accessible for <u>modifications</u> by depts after 12/15
Cleanup of MMARS tables as needed
Require depts to notify PGS of any outstanding, previously completed
 AF29 procurements that need to be converted